

Public School Modular/Portable Placement Application Type I Review

Handout #78 Revised 3/15/04



What is the process for placing a portable/modular on public school property?

The county developed a new procedure in March 2003 for reviewing applications to place portables/modulars on public school property. Site Plan Review is no longer required. Applicants can now apply for a Public School Portable Review, which combines the stormwater review, and Critical/Sensitive Areas reviews into one process. The following flowchart shows the general process for this review:

Step 1

Application Submittal

Following the attached checklist, applicants bring all required information to the Customer Service Counter for submittal. As with any application, if all required information is not included, the application will not be accepted.

Step 2

Setback and Critical Area Review

Customer Service Staff will review the application for appropriate setbacks from property lines and existing buildings. Staff will also review the property to check for the presence of critical areas. If critical areas are located on or near the site, a critical area review is required.

Step 3

(Concurrent Reviews)

Engineering Review

Necessary Documents from the submittal package will be forwarded to the Engineering Division for stormwater review

Building Review

Necessary Documents from the submittal package will be forwarded to the Building Division for Structural and Building review

Critical Area Review

Necessary Documents from the submittal package will be forwarded to the Wetland and Habitat biologists or other staff for review of any Critical Areas

Step 4

Permit Preparation

Customer Service Staff prepares the permit for release and notifies the applicant of its availability.

What is the difference between school modular and a school portable?

There is no difference according to the county code. The definition according to the county code is as follows:

School Modular or Portable: A factory built structure that is used for educational purposes or to support educational activities.

For the rest of this application packet school modulares and portables will be referred to as modulares.

What is the timing for a public school modular permit?

Since the building review, stormwater review, and critical review are conducted at the same time, the timing of the review approval will depend on which review is finished last. Typically, the last to finish will be the building review, which will take 30 days. The first stormwater review takes 21 days, and if additional information is required of the applicant, the second stormwater review will take 14 additional days. If the school modular has been preplanned as part of a previously approved stormwater plan, the stormwater review will not be required. When a new stormwater code is adopted, updates to previously approved stormwater plans may be required. If a critical area review is required, it will take a maximum of 10 days.

Why does this process only apply to public schools?

The county tracks SEPA requirements through the use of site plan review. The county is able to exempt public schools from site plan review because they are eligible as a governmental agency to take on lead agency status for SEPA. According to WAC 197-11-800(1), the state has requirements about the amount of expansion in the urban and rural areas that is allowed before a new SEPA must be issued. As lead agency, the public school applicant will be responsible for tracking compliance with that requirement and will be responsible for issuing a new SEPA if it is required. Private applicants are unable to take on lead agency status by state law. Therefore, the county is required to be lead agency for private applicants, that requires a site plan review process for the county and the applicant to comply with those state requirements.

Why do I need to have a structural review of my modular if it is already certified by the state?

A structural review of the modular building will not be required if the approved sets of drawings that are stamped and approved by the state are submitted to the county. However, the state does not certify that the foundation system of the modular meets county requirements. Other code issues may arise do to location on site and attachments such as deck, ramps and roof covers. Therefore, a structural review is required on the foundation system to determine if the structure will meet wind, snow, and seismic county requirements. This is conducted as part of the building review.

Why do I need to have a storm water review?

The county is required to meet all state statutes relating to stormwater quality and quantity control as part of its NPDES (National Pollution Discharge Elimination System) permit. Therefore, stormwater review is required on all development projects that create roof run-off to verify that the run-off either infiltrates into the ground or is managed through a stormwater system.

Why did the county develop a new process for public school modulars?

Public schools often do not have the final count for the number of students they will have until June or July of the summer before the school year. Since their funding is tied to the number of students that they have, they are unable to adequately preplan the siting of modulars earlier in the year. Clark County wants to work with the school districts to site these modulars as quickly and easily as possible and still meet all state and local regulations.

What is the process to apply for modulars on a private school site?

Modulars on private school sites must go through site plan review.

How is the SEPA review completed?

The SEPA review is completed by the applicant. The applicant will need to determine how much square footage of building was approved under the school's last SEPA. Once that is determined, then the applicant must calculate to see if they have met the SEPA threshold for expansion. If they have, the applicant is responsible for issuing a new SEPA according to the state law.

What if there are critical areas on my property?

A critical area review will be required if there are critical areas on or near the site for the school modular. The critical area review will result in either:

- 1) The review finds that there are critical areas on the site, but the modular has no impact on the critical areas. The project then proceeds as normal; or
- 2) The review finds that the school modular does have an impact on the critical area. Plan revision will be required of the applicant or the appropriate permits will be necessary.

How will I know when the permit is ready to pick up?

Staff will call the applicant to notify them that the permit is ready for pick-up.

Who do I contact with questions during the review process?

Call Customer Service at 360-397-2375 x4108

What are the Submittal Requirements for a Placement Permit?

Please see the List of Submittal Requirements at the end of this handout.

What if I didn't submit all of the required information?

Prior to accepting your application, the Customer Service staff will conduct a "**Counter Complete**" review of your submittal package. If at that time all the required information is not submitted the application will not be accepted.

Public School Modular

SUBMITTAL REQUIREMENTS

The following checklist identifies information to be included with the Application. All items must be submitted before the application can be accepted.

1. **APPLICATION FORM** - The application form shall be completed and original signed in ink by the applicant.
2. **APPLICATION FEES** - The amount of application fees required is dependant on what reviews are required by the county. The check is to be made payable to "Clark County Community Development".
3. **SITE PLAN-** Two copies of a site plan drawn to scale on 8 ½" x 11" (or larger) paper with the following information:
 - ☐ A north arrow
 - ☐ The outline and dimensions of the property boundaries
 - ☐ The location of all existing buildings or structures
 - ☐ The location and dimensions of all proposed structures
 - ☐ The distance between any existing structures and the proposed structures (County Code requires at least 8 feet between structures)
 - ☐ Must show distance to any slopes, creeks or bodies of water
 - ☐ Location of wells and or water lines
 - ☐ The distance between the proposed building walls / supports (including decks, covered porches, and any structural supports) to each property line, and where applicable, to the centerline of the public road or private road easement.
 - ☐ All easements crossing the property
 - ☐ Location of Legal Access from the subject property out to a County road if access is proposed via a private road easement
 - ☐ Location of septic tank, drainfield area and or sewer line
 - ☐ Indicate scale of drawing
4. **BUILDING DEPARTMENT REQUIREMENTS - based on 1997 UBC Requirements**
 - ☐ Modular must have a State Department of Labor and Industries approval of manufactured buildings (identity tag). One set of State-stamped drawings is required prior to final inspection for modular buildings.
 - ☐ Obtain separate plumbing and mechanical permits if required.
 - ☐ Provide plot plan (drawn to scale) showing placement of structures, containing the following information:
 - ☐ Existing site-built structures with construction type and occupancy classification;
 - ☐ Assumed property lines between site-built structures and portable units;
 - ☐ Dimension(s) of portable units and the distance from each unit to property lines and any other mobile or modular structure;

- ☐ Ramps, stairs, and landings. Provide plans, sections, details and structural calculations.
- ☐ Submit a plan to show each cluster of unsprinklered portable classrooms cannot exceed 5,000 square feet. WAC 51-40 section 904.2.4.1
- ☐ Provide a code summary to show compliance with Section 503.3 UBC. Also see Table 5A, 5B, Sections 1003.3.3, 1003.3.4. and WAC 51-40.
- ☐ Separate stamped foundation plans in conformance with the State of Washington approved drawings.
- ☐ All modulares placed (new and relocated) must meet code requirements and setbacks from existing units regardless of when existing units were placed. Minimum setback of 60 feet is required with code summary showing compliance
- ☐ Modular classrooms closer than 60 feet from existing school buildings can be shown to comply with code as follows:
 - ☐ The new modular(s) is within the allowable area of the existing building. The modular building must meet the required construction type of the existing school building. See UBC Table 5B and UBC Section 503,504 and 505. See also the requirements of UBC 601.
 - ☐ The new modular(s) is given an assumed property line between it and existing buildings. Fire protection requirements per UBC Table 5A must be met. Maximum aggregate area of clusters of modular school classrooms is not to exceed 5000 square feet in order to except fire sprinklers. Distance between buildings within each cluster may trigger additional requirements based on UBC Chapter 10.
 - ☐ Inspections are required for setbacks, footings, skirting, utility connections, stairs, and decks & railings.

5. **STORMWATER REVIEW**

- ☐ VICINITY MAPS: Must clearly show a north arrow, scale and site location
 - ☐ Site Location Map
 - ☐ Soils Maps (USSCS) as required by CCC 40.380.060(C)(i)(3)
- ☐ DEVELOPMENT PLAN:
 - ☐ Final engineering plans (22/24" x 34/36") that provide sufficient detail to allow construction of stormwater facilities.
 - ☐ Existing and proposed boundaries, easement and right-of-ways
 - ☐ Existing surface contours
 - ☐ Existing on-site ag drain tiles, areas of known slope instability, structures, utilities, septic tank and drainfields
 - ☐ Proposed impervious surfaces.
 - ☐ All existing water resource features on and adjacent to the site (e.g. CB's, manholes, storm lines and streams)
 - ☐ Drainage flow routes and existing discharge points to and from the site
 - ☐ Approximate size and location of proposed stormwater facilities.
 - ☐ Small parcel development erosion control plan
 - ☐ Provide infiltration for roof drains
- ☐ ADDITIONAL SITE AND VICINITY INFORMATION:
 - ☐ Wetlands Delineation Report required, if wetlands exist
 - In areas of high groundwater: water table elevations

- ☐ TECHNICAL INFORMATION REPORT:
- ☐ Description of onsite hydrological soils group and suitability for the proposed design, including field verification
- ☐ Identification of the approximate amount of new impervious surface
- ☐ Identification of altered runoff characteristics (e.g. provide both pre- and post-development runoff curve numbers)
- ☐ Discussion of the onsite conveyance system
- ☐ Volume of runoff storage required
- ☐ Soils map as required in CCC 40.380.060(C)((i)(3)
- ☐ Tested percolation rates to be used for infiltration
- ☐ Proposed BMP's which will meet treatment requirements
- ☐ Description of size and location of facilities on the site
- ☐ Maintenance of the facility (public or private) – if private, identify funding method and responsible parties
- ☐ Additional required permits (e.g. Wetlands, Floodplain, Shoreline Management, etc) – list all applicable permits

- ☐ SIGNATURES:
- ☐ Plans and reports stamped, signed and dated by a Professional Civil Engineer, registered in the State of Washington
- ☐ Registered Soils Scientist (if appropriate)

Project Engineer

Staff Notes:

1. _____
2. _____
3. _____
4. _____
5. _____

This application was determined to be Counter Complete on: ____/____/____

Community Development Specialist: _____

Public Service Center
Department of Community Development
1300 Franklin Street
P.O. Box 9810
Vancouver, WA 98666-9810
Phone: (360) 397-2375; Fax: (360) 397-2011
Web Page at: www.clark.wa.gov

Public School Modular FEE SCHEDULE

The following fees must be paid at the time of submittal of the school modular application:

Application Fee	\$26.96
Permit Fee	\$76.16
Septic/Sewer Connection Fee (if applicable)	\$20.225
Water Connection Fee (if applicable)	\$9.43
Fire Plan Review	\$197
Fire Inspection Fee	\$142.00

Critical Area Review Fees

These fees will only be required if staff determines the modular has critical areas on or near the site location.

Critical Area	Description	Fee
<i>Archaeological Resources</i>	Predetermination	\$464
	\$64/acre	+
		over 5
	Outside Study Review	\$375
<i>Critical Aquifer Recharge Area</i>	Category 1 Permit	\$1,246
<i>100-year Floodplain</i>	Floodplain Review	\$1,241
<i>Geological Hazard Area</i>	Pre-determination Review/Decision	\$279/\$500
	Hazard Study Review/Decision	\$142
<i>Habitat Conservation Area</i>	Habitat Permit	no charge w/ other permits
<i>Wetlands</i>	Wetland Permit:	
	Predetermination	\$464
	1 acre of more	\$780
	Less than 1 acre	\$1,655
		\$827
Stormwater Review & Inspection Fees		
<i>Drainage Project Review</i>		\$743
<i>Drainage Project Inspection</i>		\$762

Public School Modulares
Application
Revised 2-21-03

Permit Number:



proud past, promising future

School Name:		
Property / School Address:		Lot Number / Parcel Number:
Applicant Name:		
Applicant Address:		
Applicant Phone:	Applicant Fax:	Applicant E-mail:
Contractor / Builder Name	Contractor Phone:	Certified Erosion Control Person:
Application T <input type="checkbox"/> New Port <input type="checkbox"/> Interior Only <input type="checkbox"/> Other: _____		
# of Buildings: _____ # of Classrooms: _____		
Type of heat: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Other _____	Existing Square Footage: _____ Proposed New Square Footage: _____ Finished: _____ Unfinished: _____ Other: _____	Fire Sprinklers: Existing: _____ New: _____
Do you need other permits? <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing (water service, lawn sprinklers) <input type="checkbox"/> Signs		Project Valuation:
Utilities: <input type="checkbox"/> Septic System <input type="checkbox"/> Private Well <input type="checkbox"/> Sewer, District _____ <input type="checkbox"/> Public Water, District _____		
Will proposal affect existing parking or access?		Zoning:
Staff to compl Previous File: _____		Approval: Development Services Signature / Date

A **free** two-hour consultation with plans examiners is available prior to submitting your commercial building plans. Contact Lou Malattia at (360) 397-2375 extension 4086 for an appointment.

Applicant / Authorized Signature

Date